

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3722

TITLE: HISTORIAN II

GRADE: S-21

DEFINITION:

Under general supervision, serves as assistant site manager with overall responsibility for managing not only the interpretive programs, but all activities and staff at a historic site.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Historian II differs from the Historian III in that the Historian II functions as the assistant site manager with overall program management responsibilities for a historic site, whereas the Historian III serves as the site manager with responsibility for managing the operations, staff and facilities of a historic site.

The Historian II differs from the Historian I in that the Historian II serves as assistant site manager with overall program management responsibilities for a historic site, whereas the Historian I prepares and presents interpretive programs at a historic site; or oversees historical collections at a historic site; or conducts research and technical services associated with the preservation and operation of a historical site.

ILLUSTRATIVE DUTIES:

Directs all aspects of visitor programs and activities including staffing, facility use, security, safety, resource protection, visitor control, operating procedures and hours of operation, and procurement of supplies, equipment and services;
Assists site manager in the research, writing, implementation and evaluation of the site's annual operational plan, project plans, prospectus and interpretive plan, including goals and objectives for delivering programs and services;
Plans, develops and executes site programming and interpretation including the planning, development and evaluation of site events, tours, exhibits, museum education and outreach programs;
Manages site historic artifact collections ensuring compliance with guidelines for interpretation, security and maintenance procedures;
Investigates and responds to citizen complaints and concerns;
Assists in the development of, and accounting for, the site annual budget, including donated funds;
Supervises submission of cash reports and required reporting of management indicators such as visitation, program numbers, and project accounting;
Disburses site petty cash funds;
Recruits, interviews, selects, trains, supervises, sets priorities and work schedules, assigns projects and evaluates paid and volunteer staff;
Operates and maintains a historic structure, such as a 19th century gristmill and related machinery;
Coordinates historic collections activity in areas of conservation, documentation, and interpretation;

Develops and implements a division-wide publications and promotions program including a quarterly division publication to enhance understanding of the resource management division's mission, functions, and operations;
Develops and implements division and/or site promotional, advertising and marketing tools, utilizing appropriate media to reach targeted audiences.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of American and regional history;
Knowledge of historical research procedures;
Knowledge of the principles of historic education and interpretation;
Knowledge of the principles, methods and practices of historical park or museum management;
Knowledge of curatorial practices and procedures;
Ability to conduct comprehensive historical research and prepare factual reports on historical issues;
Ability to provide technical resource and program leadership to historian staff;
Ability to perform effective administrative work including budgeting, human resource management, purchasing, and the development of short and long range operational plans;
Ability to manage and operate interpretation/conservation programs at a site;
Ability to program and coordinate major special activities;
Ability to supervise paid and volunteer staff engaged in professional historian and technical support positions;
Ability to communicate effectively, both orally and in writing;
Ability to deal effectively with citizen inquiries and complaints;
Ability to develop and maintain working relationships with staff and the general public.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in American history, American studies, archaeology, museum education, or a closely related field; PLUS
Two years of progressively responsible experience in museum or historical site interpretation, collections, education and/or research, or closely related field.

CERTIFICATES AND LICENSES:

None.

REVISED: March 17, 2004

REVISED: January 12, 1987